




## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>SOLICITATION</b>	POLICY NO. <b>608.03</b>	EFFECTIVE DATE <b>09/01/2001</b>	PAGE <b>1 of 1</b>
APPROVED BY:  Director	SUPERSEDES <b>608.3</b> <b>09/01/2001</b>	ORIGINAL ISSUE DATE <b>04/02/1979</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To provide guidelines governing solicitation in Los Angeles County buildings.

### POLICY

- 2.1 Solicitation in any building or on any property of the County of Los Angeles is prohibited by County Ordinance No. 2292. This Ordinance shall apply to any person, firm or corporation that attempts to solicit in any manner or for any purpose on County premises.
- 2.2 The Ordinance also prohibits any personal solicitation activity by employees on County premises. The solicitation policy does not apply to County employees who, as part of the work assignment, are required to distribute literature and process enrollment documents for County sponsored and County administered employee group insurance programs.
- 2.3 No employee shall solicit for a private vendor or operator the patronage of County patients or clients, nor refer any County patients or clients for treatment or services other than as required by the employee's regularly assigned duties.

### AUTHORITY

Los Angeles County Ordinance No. 2292